

**City of Chattanooga, TN**  
**Personnel Class Specification**

***CLASS CODE 0736***

**FLSA: Exempt**

**CLASSIFICATION TITLE: WATER QUALITY COORDINATOR**

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform supervisory/technical work functions associated with enforcing city stormwater ordinances, monitoring stormwater quality for compliance with stormwater regulations, and providing technical assistance.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Provides direction, guidance and assistance to employees; assigns and evaluates work; provides training as needed.

Oversees enforcement of city stormwater ordinances for the welfare, protection, and safety of citizens, homes, and businesses; enforces local, state, and federal regulations pertaining to illicit discharges; supervises inspections, investigations, and monitoring to ensure compliance with regulations.

Ensures compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Ensures adherence to established safety procedures; monitors work environment and use of safety equipment and to ensure safety of employees and other individuals.

Consults with management, regulatory agencies, and other officials as needed to review department activities, provide recommendations, resolve problems, and receive advice/direction; networks with state/federal officials to assure compliance with federal/state laws on city and private projects.

Communicates with other departments, private developers, architects, engineers, surveyors, local businesses, regulatory agencies, environmental organizations, the public, and other individuals as needed to coordinate work activities, review status of work, review compliance issues, exchange information, resolve problems, or give/receive advice/direction.

Consults with assigned staff to review work requirements, status, and problems; assists with complex or problem situations; provides direction, advice, and technical expertise.

Coordinates daily work activities; organizes and prioritizes department workload; makes work assignments; monitors status of work in progress; inspects completed work.

Coordinates activities relating to natural resources; delineates wetland boundaries; designs wetland mitigation plans; determines stream types; designs stream rehabilitations; applies for, obtains, interprets, and applies federal/state environmental permits for city projects.

Manages the city's facility stormwater pollution prevention program; reviews/approves industrial, commercial, manufacturing, and warehousing facility pollution prevention plans and permits; works with business owners, consultants, environmental coordinators in developing effective pollution prevention plans.

Supervises on-site inspections, investigations, and industrial sampling; conducts site inspections and complaint investigations for hazard awareness as necessary; issues violation notices and requires corrective actions of facilities not in compliance with city code.

Supervises water quality sampling activities; assures the city meets sampling and monitoring requirements of state NPDES permit; supervises wet weather, baseline, and illicit connection sampling; interprets water quality data to determine compliance and guide additional sampling; determines stream health; investigates fish kills and pollution events to determine cause; develops partnerships with local universities and laboratories to assist in water sampling.

Responds to emergency spills; provides water quality assistance to local emergency management agencies; assures proper cleanup and disposal of hazardous and non-hazardous waste spills; coordinates communication between state/local agencies during spill events; provides leadership and direction to city crews in cleanup of city related spills.

Collects and analyzes water samples; performs dye tests to detect illicit connections.

Prepares/distributes violation notices for corrective action of drainage and infrastructure problems; reports violations to appropriate agencies.

Develops and instructs stormwater education programs to provide education/information to businesses, community groups, and other individuals; participates in on-site exhibits, environmental projects, press conferences, media interviews, special events, seminars, and educational programs; gives speeches and presentations; performs water quality testing for educational purposes; prepares/distributes educational materials.

Performs various manual tasks, which may include locating buried manholes, lifting manhole covers, testing for gas/oxygen levels, collecting samples, testing samples, measuring property and buildings, and performing minor equipment repairs.

Operates a variety of machinery, equipment, and tools associated with department activities, which may include a utility vehicle, camera, slide projector, VCR, sampling equipment, monitoring equipment, flow velocity meter, sensors, metal detector, gas detector, probes, gauges, fish shocker, nets, measuring wheel, sampling kits, pick, shovel, and mechanic tools.

Supervises or performs general cleaning/maintenance tasks necessary to keep vehicles, equipment, and tools in operable condition, which may include inspecting equipment, checking fluid levels, replacing fluids, greasing equipment, replacing parts, washing/cleaning equipment, and cleaning shop/work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Ensures availability of equipment and tools necessary to conduct department activities; troubleshoots equipment problems.

Maintains inventory of department equipment, tools, or supplies; initiates orders for new or replacement materials.

Compiles and/or monitors various administrative and statistical data pertaining to departmental operations; performs research as needed; makes applicable calculations; analyzes data and identifies trends; prepares or generates reports; maintains records.

Processes a variety of documentation associated with departmental operations, per established procedures and within designated timeframes; distributes documentation or retains records as appropriate.

Assists in developing and implementing departmental budget; monitors expenditures.

Prepares or completes various forms, reports, correspondence, notices, newsletter articles, pamphlets, educational aids, permit applications, maps, graphs, charts, or other documents.

Receives various forms, reports, correspondence, facility pollution prevention plans, architectural drawings, data sheets, laboratory reports, proposals, public notices, permits, surveys, charts, ordinances, regulations, maps, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, desktop publishing, spreadsheet, database, internet, or other software programs.

Communicates via telephone and/or two-way radio; provides information; takes and relays messages; responds to requests for service or assistance.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

## **ADDITIONAL FUNCTIONS**

Performs a variety of clerical tasks, which may include answering office telephones, copying documents, initiating/receiving facsimile transmission of documents, filing documents, and processing mass mailings.

Testifies in environmental court for water quality enforcement cases as needed.

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree in Physical Science, Chemistry, or Biological Science; supplemented by six (6) to nine (9) years previous experience and/or training that includes water pollution control/prevention, drainage/stream hydrology, bioengineering techniques, biological sampling, chemical analysis/interpretation, chemical/hazardous waste knowledge, and wetland delineation; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee Driver's License.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

**Functional Reasoning:** Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory,

judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## **ADA COMPLIANCE**

**Physical Ability**: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements**: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors**: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.